

## **ASSISTANT TRANSIT SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Incumbents supervise and participate in the work of bus drivers transporting passengers over established routes. Routes are set up according to time schedules and also for special charter services. Employees assist the Transit Supervisor in discharging his prescribed duties and in so doing exercise decision making authority with prescribed limits. The work is reviewed through frequent contact and close communication with the Transit Supervisor and is evaluated on the basis of results attained.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Dispatches buses at the beginning of daily operation; dispatches extra buses to the scene of accidents or breakdowns. Operate buses as required. Oversees the maintenance of bus schedules; secures relief drivers; coordinates the provision of men and equipment for charter services. Investigates and files reports on accidents; handles customer complaints; maintains a lost and found service. Assists in preparing vacation schedules; keeps time and leave records; makes recommendations for route changes; assists in training bus drivers. Bills and collects for charter service; follows up insurance claims for accidents; prepares purchase requests. Maintains files and submits necessary reports. Performs related works as required.

### **NECESSARY KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of the municipal transit system operations.  
Considerable knowledge of the laws, ordinances, rules, and regulations governing the operation of buses on City streets  
Considerable knowledge of traffic hazards and the safety precautions necessary to decrease the probability of accidents.  
Knowledge of the principles, methods, and practices of transit system management.  
Ability to learn, understand, and apply techniques to improve transit system operations.  
Ability to make decisions concerning passenger complaints in a fair, impartial, and objective manner.  
Ability to maintain records, and to submit oral and written reports.  
Ability to establish and maintain effective relationships with superiors and other employees.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school and some experience in transit operations; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATION**

Possession of the appropriate class of commercial driver's license as required by the State of Louisiana, upon assignment to the position.